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## MARYLAND OFFSHORE WIND WORKFORCE TRAINING PROGRAM (FY 2020)

*Funding Opportunity Announcement (FOA)*

*July 2019*

### 1. Program Overview

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The Maryland Energy Administration (MEA) is excited to announce the Maryland Offshore Wind Workforce Training Program (the Program) for Fiscal Year 2020<sup>1</sup>. The Program provides **grant funding** on a **competitive basis** to support Maryland's workforce entering the offshore wind industry.

MEA will consider applications for new or existing workforce development training centers utilized by the offshore wind industry. Training centers must provide the education of a technical trade skill(s) and safety standards utilized for the development, construction, and operations & maintenance phases of an offshore wind project. The training center must provide technical and safety training at **no cost** to all participating students. Applicants must provide an outreach plan to prospective students from historically underserved communities, including but not limited to minorities, women, and veterans of the US Armed Forces. Applicants must demonstrate how project proposals will benefit Maryland's Emerging Businesses, including minority-owned Emerging Businesses.

More information is located in Section 4: Project Description of this document. For more information please visit MEA's website at <https://energy.maryland.gov/Pages/Info/renewable/offshorewindworkforce.aspx>.

### 2. Program Budget

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The Program has a budget of \$1.2 million for Fiscal Year 2020. MEA may increase or decrease the Program budget at its sole discretion and without notice. Grants are calculated as 75 percent of total project costs up to \$300,000. Applicants must contribute at least 25 percent of the total project costs. Matching funds may include, but are not limited to, cash in hand, line of credit, other grants (State, Federal, and/or private), and in kind services.

*Please Note: MEA grants reimburse awardees for work completed and costs incurred within the grant period.*

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<sup>1</sup> Previously known as the "Offshore Wind Workforce Development Grant Program" offered by MEA in Fiscal Years 2018 and 2019.

### **3. Funding Eligibility**

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The Program is open to the following entity types:

1. Emerging Businesses, including minority owned Emerging Businesses;
2. Non-profit organizations;
3. State, local, and municipal governments and their agencies/institutions; and
4. Academic institutions including public or private universities/colleges and community colleges.

The [Maryland Offshore Wind Energy Act of 2013](#) defines an Emerging Business as:

*[A] business that is at least 51% owned and controlled by an individual or individuals who are certified to have a personal net worth, as defined in [State Statute 14-301 of the State Finance and procurement Article](#), that does not exceed \$6,500,000 as adjusted each year for inflation according to the Consumer Price Index ([Md. Code Ann., State Government § 9-20C-01\(e\)](#)).*

The Maryland Offshore Wind Energy Act of 2013 defines a minority-owned business consistent with Md. Code Ann., State Finance and Procurement §14-301.

Business Applicants are required to submit a notarized Personal Net Worth (PNW) Statement Form for each business owner(s). Business Applicants that do not submit this documentation and/or do not meet the Emerging Business, including minority owned Emerging Business requirements are not eligible to receive grant funding from the Program.

Applicants that are a non-profit, government entity, or academic institution must demonstrate that the grant will be used for the benefit of Emerging Businesses, including minority owned Emerging Businesses in the State of Maryland, as defined in [Md. Code Ann., State Government § 9-20C-01\(e\)](#).

The [Maryland Offshore Wind Energy Act of 2013](#) included language encouraging minority participation. Following the spirit of the law, MEA strongly encourages entities representing minorities, as defined in [Md. Code Ann., State Government § 9-20C-01\(g\)](#), and veterans of the United States Armed Forces to apply.

### **4. Project Description**

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1. The training center must provide the education and training of technical trade skills and safety skills related to the development, fabrication, installation/construction, and

operations & maintenance phases of an offshore wind project. The training center must provide the technical and safety training at **no cost** to all participating students.

2. Grant Funds may be used to offset costs associated with developing and providing the technical and safety training course(s), such as curriculum development, instructor salaries, training supplies/materials, and overhead.
3. Grant Funds may be used to offset capital expenditure costs such as acquiring or maintaining fixed assets, such as land, buildings, and equipment necessary for providing technical and safety skills training to participating students. Grant funds may **not** be used for the purchase of land or buildings; however, Grantees' 25 percent cost share may be used for this purpose.
4. Examples of skilled trades utilized for the construction, installation, and operations & maintenance of an offshore wind industry include, but are not limited to, welding, metal fabrication, computer numerical control machining, electrical work, millwrighting, port logistics, crane operations, rigging, and pile driving.
5. MEA will give priority to applications proposing training centers for skilled trades required for the **development, fabrication, and installation/construction** phases of an offshore wind project.
6. Grantees will be required to ensure all of the training center's graduating students complete, at a minimum, the United States Department of Labor's (DOL) Occupational Safety and Health Administration's (OSHA) 10-Hour safety course for general construction.
7. Grantees will be required to demonstrate outreach and recruitment efforts to minorities, as defined in [Md. Code Ann., State Government § 9-20C-01\(g\)](#), and veterans of the United States Armed Forces.
8. Grantees will be required to demonstrate outreach and recruitment efforts to individuals who are unemployed, under-employed, currently incarcerated, and/or returning from incarceration.
9. Grantees will be required to demonstrate efforts to maintain records of professional progress for all students including, but not limited to, work history, certifications obtained, and post training employment for up to one year after graduation from the training center.
10. The training center must benefit Maryland's Emerging Businesses, including minority-owned Emerging Businesses entering the offshore wind industry.

11. If a project includes the construction or renovation of a facility, the applicant will be required to ensure the facility meets current energy codes required by the authority having jurisdiction (AHJ) within the State of Maryland.
12. If a project includes procuring new equipment, applicants will be required to make reasonable efforts to ensure the equipment is cost effective and energy efficient.
13. Applicants that received a grant award from the Program in previous Fiscal Years may apply for an additional grant in Fiscal Year 2020.

## **5. Application**

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The Program utilizes an online application platform which all applicants are required to use when submitting applications. The online application platform can be accessed via MEAs website (<https://energy.maryland.gov/Pages/Info/renewable/offshorewindworkforce.aspx>). A number of additional application materials are required as part of the application package, which are discussed in more detail below.

### **Required Application Materials**

1. A narrative of no more than 15, 8½ by 11-inch pages in 12-point font with 1 inch margins, including the following sections:
  - a. *Project Description*. This section should give the review team a broad overview of the proposed project. It should help the review team to understand how/why the project is viable and can be completed within the required timeframe. It should include, at a minimum, the following:
    - i. Details about proposed project location and facility.
    - ii. Details about the curriculum provided by the training center, including number of students, hours of class time/training, certifications, safety lessons, and estimated cost per student.
    - iii. Details about the proposed training instructors, including their education and employment background.
    - iv. Details about projected student/employee job placement upon successful graduation from the training program.
    - v. Details about projected benefits to students and emerging businesses provided by the training center.
    - vi. A discussion of economic and development opportunities that stem from the

project in the offshore wind industry as well as any other industry.

- vii. A discussion of how the project will benefit Maryland's Emerging Businesses, including minority owned Emerging Businesses entering the offshore wind industry.
  - viii. A discussion of any potential issues (legal, regulatory, etc.) the project could encounter.
  - ix. A project work plan and timeline with key internal milestones.
  - x. Details about each project partner, including the nature of commitments made (financial or otherwise) by each project partner, the breakdown of responsibilities among project partners, biographies of key personnel to be involved in the project, and corporate/organizational qualifications.
- b. *Project budget and grant request.* This section should include details on total anticipated project costs, cost-share, and how the applicant intends to use grant funds. It should address why grant funding is necessary to implement the project, as well as how grant funds will increase business and economic development. It should include, at minimum, the following:
- i. A description of how the applicant intends to use grant funds.
  - ii. A total project budget with line items for equipment, labor, personnel, permitting/inspections, and administrative expenses (this can reference the pro-forma).
  - iii. Other sources of leveraged funds to be used in the project, including other federal/state grants and cash or in-kind services.
  - iv. How this project will become self-sufficient in the future. If this project is not designed to be permanent or self-sufficient, please discuss why.
2. Businesses and Non-Profits must provide a certificate of status from the Maryland Department of Assessments and Taxation (SDAT) showing the applicant is in good standing with the State of Maryland. Certificates of status can be ordered from SDAT online at [www.dat.maryland.gov](http://www.dat.maryland.gov).
  3. Business Applicants must provide sufficient documentation demonstrating the business is at least 51 percent owned and controlled by an individual(s).
  4. Business Applicants must provide a completed Personal Net Worth (PNW) Statement for each business owner. PNW Statements must be notarized.
  5. A signed copy of the Applicants US Internal Revenue Service (IRS) W9 form.

6. A financial pro-forma for the proposal including total cost, revenue streams, and relevant assumptions. Include a discussion of any values that cannot be quantified. Any confidential information on the pro-forma should be labeled accordingly by the applicant;
7. Site map (Google Earth) with location of the (proposed) training center.
8. All UL listing(s) and/or any other nationally recognized testing laboratory certifications for equipment, if applicable.
9. Letter(s) of commitment from project financial partner/s indicating that funds are available or financing is secured for completion of the proposed project.
10. Letter(s) of support from all project partners.
11. Letter(s) of commitment from local businesses pledging to hire trainee graduates.

### **Confidentiality**

Please mark or otherwise indicate any portion of your application that you believe is confidential so that MEA may treat that portion accordingly, subject to the Maryland Public Information Act and other applicable law.

## **6. Evaluation**

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### **Evaluation Process**

Qualified staff from MEA and/or other State agencies and institutions will form the evaluation team and review applications on a **competitive basis**. MEA reserves the right to contact applicants with questions and requests for additional information about the project proposals during the application review period. After an initial review, an applicant may be invited to present the proposal in person and answer questions from a panel of reviewers.

### **Evaluation Criteria**

Applications will be evaluated according to the following criteria.

1. The training center's strategic importance in establishing a ready and able workforce for Maryland's offshore wind industry, business supply chain, and any overlapping industry;
2. A demonstrated need for specific trade skills as indicated by the offshore wind industry and business supply chain;
3. Transferability of technical trade skills to industries other than offshore wind;

4. The viability of the specific training center and work plan (including the level of risk associated with the proposed project, potential for success, and cost effectiveness);
5. How and to what degree the training center would benefit Maryland's emerging businesses, including minority-owned emerging businesses to prepare and participate in the offshore wind industry;
6. Degree of support from local governments, academia, economic and development organizations and local businesses;
7. The viability of long term success of the training center after the grant period ends;
8. Geographic diversity; and,
9. Completeness of application.

## **7. Anticipated Timeline**

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The following timeline applies to the Program:

<b>July 2019:</b>	Fiscal Year 2020 program announced
<b>October 1, 2019:</b>	The deadline to submit applications is at <b><u>11:59 pm EST</u></b> .
<b>January 2019:</b>	Target for grant award announcements
<b>February 2020:</b>	Target date for having grant agreements signed (projects begin)

## **8. General Terms, Conditions, and Requirements**

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1. The Maryland Offshore Wind Workforce Training Program is offered in accordance with the [Maryland Offshore Wind Energy Act of 2013](#) and Annotated Code of Maryland Article – State Government §9-20C-03.
2. The Offshore Wind Business Development Fund (OSWBDF) is used to provide grants for multiple offshore wind business and workforce grant programs offered by MEA. MEA reserves the right, at its sole discretion and without notice, to redistribute grant funding between these grant programs.
3. Grants are calculated as 75 percent of total project costs up to \$300,000.
4. MEA reserves the right to obligate all, some, or none of the FY 2020 Maryland Offshore Wind Workforce Training Program budget, based on the number, quality, and eligibility of submitted applications.

5. Submission of an application to the FY 2020 Maryland Offshore Wind Workforce Training Program does not guarantee the applicant will be selected to receive a grant award.
6. It is in MEA's sole discretion to determine if a proposed project is eligible to receive a grant award from the FY 2020 Maryland Offshore Wind Workforce Training Program.
7. All projects must be located within the State of Maryland.
8. Business and Non-Profit Applicants must demonstrate they are registered and in good standing with the Maryland Department of Assessments and Taxation (SDAT) by submitting a Certificate of Status.
9. Business Applicants must demonstrate they satisfy the Emerging Business, including minority owned Emerging Business requirements as described in Section 3 of this FOA.
10. To receive grant funding for a project, the successful applicant must enter into a Grant Agreement with MEA by April 1, 2020, unless an extension is given in writing by MEA.
11. A grant award will not be made for any work commenced prior to the effective date of the Grant Agreement with MEA.
12. Prior to the start of construction, all projects selected for grant award must be reviewed by the Maryland Historical Trust (MHT) or the qualified historic preservation expert on MEA's staff to ensure that no historic property will be adversely impacted. MEA may require the Grantee to provide additional information concerning the proposed project site, in order to enable the historic preservation review. Any project identified to cause adverse impacts on historic properties shall not be eligible for grant funding under this Program.
13. All project equipment and facilities must meet the requirements of all Federal, State, and local laws, regulations, ordinances, and all other legally-binding requirements, if applicable.
14. If applicable, Grantees shall ensure all equipment meets certain safety criteria including:
  - a) Be certified by a nationally recognized testing laboratory;
  - b) Be installed by a licensed professional (e.g., a licensed electrician for electrical systems); and,
  - c) Be in compliance with all applicable building and fire codes.
15. Grantees shall ensure that any and all facilities receive all required permits, approvals, and inspections for safe and proper construction or renovation, if applicable.

16. Grant payments are contingent upon inspection of the project by MEA, at MEA's discretion, and compliance with all program requirements and terms and conditions.
17. MEA or its representative(s) may use photos and video of the facility, and data presented in the application for marketing, publicity, and advertising purposes. MEA and its representatives, subject to the requirements of the Maryland Public Information Act, and other applicable laws, will not divulge any confidential information or trade secrets.
18. MEA and its contractors make no representation or warranty and assume no liability with respect to quality, safety, performance, or other aspect of any design, system, or appliance installed pursuant to this application, and expressly disclaim any such representation, warranty, or liability.
19. Program General Terms, Conditions, and Requirements are subject to change.

## **9. Questions**

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Grant application questions should be submitted to Samuel Beirne, Offshore Wind Program Manager via email at [wind.mea@maryland.gov](mailto:wind.mea@maryland.gov).

## **10. Submission**

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The Program utilizes an online application platform which all applicants are required to use when submitting applications. The application is available on MEA's website (<https://energy.maryland.gov/Pages/Info/renewable/offshorewindworkforce.aspx>). MEA will not consider late applications.

**Application Deadline: October 1, 2019 at 11:59 PM EST**